

Classification

REPORTS INVENTORY						CONTROL NO. DDS/OL/PD -2	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Cost Reduction						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input type="checkbox"/> PERSONNEL		<input type="checkbox"/> TRAINING		ADMIN. GENERAL OTHER (specify)		
	<input checked="" type="checkbox"/> LOGISTICS		<input type="checkbox"/> SECURITY				
	<input type="checkbox"/> MEDICAL		<input type="checkbox"/> FINANCE				
4. NO. OF COPIES PREPARED One		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) Procurement Division file only		
7. FORMAT (memorandum, form computer print-out, etc) Adding Machine tape		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT Division Requirement		
10. PREPARING COMPONENT (include lowest level contributing information to report) Sections to Office of Chief, Procurement Division				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Five - Attached Inventory Reports			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-4	2.81	1	=	2.81	12	=	33.72
GS-5	3.57	1	=	3.57	12	=	42.84
GS-6		1	=	3.22	12	=	38.64
GS-11.4	6.30	1	=	6.30	12	=	75.60
GS-13	9.40	1/6	=	1.56	12	=	18.72
GS-13.4	8.86	1/2	=	4.43	12	=	53.16 *
GS-14		1/3	=	1.69	12	=	20.28
XXX COSTS OF COMPUTER PRODUCED REPORTS							
GS-15	12.10	1/4	=	3.03	12	=	36.36
* Represents time spent in accumulating Sections figures into a Division total.							
TOTAL COSTS PER YEAR						\$ 319.32	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. The source of this report is a notation made by the negotiator of savings through special negotiating techniques, either with the prospective contractor or with the requestor. These are submitted to the Chief of the Division in a monthly summary with the basis for the cost reductions, are added into a monthly figure, accumulated annually, and are used for various purposes: (1) comparisons; in the Activity Report to the D/L; in the annual accomplishments report; and sometimes for briefings.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS STAT
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION

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